



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

VERIFICATION OF LICENSURE AND CERTIFICATION

Effective Date: August 28, 2006

Policy #: HR-17

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I. PURPOSE: To provide a systematic method which ensures current licensure, certification, or registration for employees. (See Addendum)

II. POLICY:

- A. Personnel required to be licensed by state law or hospital policy must ensure such license, certification, or registration is kept current. Employees who do not maintain their licensure will be removed from their position. The employee may be assigned to another position for which they are qualified or terminated from employment.
- B. New employees must provide documentation of required licensure/certification or registration prior to employment. The Human Resource Office will maintain copies of current licensure, certification or registration in personnel files. Employees must maintain their license in order to maintain their employment. Any substantiated incident which places the employee's license, certification or registration at risk will be reported to the appropriate authority by the Human Resources Office in conjunction with the appropriate disciplinary process.

All physicians and dentists are covered under the Montana State Hospital Credentialing and Privileging policy.

III. DEFINITIONS:

- A. Licensure - The official or legal permission to practice in an occupation, as evidenced by documentation issued by a state in the form of a license.
- B. Certification - Credentialing of qualifications for specific MSH employees which ensures a minimal knowledge base.
- C. Registration - Voluntary submitting of qualifications for review and recording on a registration.

IV. RESPONSIBILITIES:

- A. Human Resources - The Human Resources Office will ensure a copy of pertinent licenses for all new and current employees is kept in the personnel file. The

Human Resources Office will notify supervisors and employees of pending expiration of any license or certification.

- B. Supervisors - are responsible for ensuring all licenses are renewed prior to the expiration date.
 - 1. A copy of the current license will be kept in the personnel file located at the Human Resources Office.
 - 2. If a license expires, the Human Resources Office must notify the employee and the employee's supervisor that he/she cannot work in his/her current position unless proof of current licensure is presented.
- C. Employee - all employees are required to maintain certification, licensure or registration if required for their position at Montana State Hospital and submit proof of such to the supervisor and/or Human Resources Office.

V. PROCEDURES:

- A. The Human Resources Office will verify possession of a current license, certification or registration for all covered employees during the initial processing for employment.
- B. Thirty days prior to expiration of an employee's license the Human Resource Office will notify the employee and the employee's supervisor of the need to submit a renewed license, certification or registration.

VI. REFERENCES: None

VII. COLLABORATED WITH: Director of Human Resources, Director of Nursing Services, Director of and Rehabilitation, Director of Quality Improvement, Facility Maintenance Manager

VIII. RESCISSIONS: #HR-17, *Verification of Licensure / Certification* September 1, 2002; #HR-17, *Verification of Licensure and Certification* dated February 14, 2000; H.O.P.P. #12-04L081688, *Verification of Licensure: Environmental Services*, 8/16/88; H.O.P.P. #11-02V082779, *Verification of Licensure: Registered Nurses, Licensed Practical Nurses*, 7/8/83

IX. DISTRIBUTION: All Montana State Hospital Policy Manuals.

X. REVIEW AND REISSUE DATE: August 2009

XI. FOLLOW-UP RESPONSIBILITY: Director of Human Resources

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ATTACHMENT A

ALL CLASSIFICATIONS OF PERSONNEL REQUIRING LICENSE/CERTIFICATION/REGISTRATION

<u>POSITION TITLE</u>	<u>RENEWAL</u>
Dental Hygienist (by contract)	Annual
Dietician	Annual
Electrician	Annual
Registered Nurse	Annual
Licensed Practical Nurse	Annual
Occupational Therapist	Annual
Operating Engineer	Annual
Plumber	Annual
Teamster	Annual
Psychologist	Annual
Cosmetologist	Annual
Chemical Dependency Counselor	Annual
Licensed Professional Counselor	Annual
Teacher	Annual